Headquarters U.S. Air Force

Integrity - Service - Excellence

Managing CE Training

SMSgt Jim Faulkner
HQ AFCESA/CEOF

U.S. AIR FORCE

U.S. AIR FORCE

Overview

- Guidance
- MTP, MTL and Duty Positions
- General upgrade requirements
- AFSC upgrade requirements

U.S. AIR FORCE

Guidance

- AFI 36-2201 Vols 1-6 (V3 Jan 04)
- AIG Messages
  - http://www.afpc.randolph.af.mil/aftrain/
- CFETPs
- AFCESA Guides (Jul 03) In revision ECD Jul 04
  - AFQTP Program Directive
  - AFQTP Trainer/Trainee Guide
  - Commanders Procedural Guide
  - CE Training Managers How to Guide
  - CE Supervisor/Trainer's Guide for conducting OJT

MTL and Duty Position

- **MTP**
  - Master Task List (MTL).
  - Current CFETP or AFJQS.
  - Locally developed AF Form 797
  - Milestones for tasks and CDC completion
    - identify the projected timeframe
- **MTL (Section)**
  - **Identify task:**
    - **Core/diamond are mandatory**
    - **Required to perform local mission**
- **Duty Positions**
  - **Subset of MTL tasks:**
  - **For an individual or group of individuals**
  - **Core/diamond are mandatory for skill level**

General Upgrade Requirements

- CDC's
- All task in Trainee's Duty Position
  - Core Tasks/Diamond Tasks (CFM mandated)
    - AFQTP's (paper/video/CD)
  - Non-core tasks (Supervisor mandated)
    - STS
    - 797
- In-Resident courses when directed in CFETP

Documentation Procedures

U.S. AIR FORCE

Forms and CFETPs

This presentation is a tool to assist the training community with documentation procedures for those publications and forms contained in the AF Form 623. The presentation incorporates AFI 36-2201 Vol 3 dated 15 Jan 2004 and the latest guidance from HQ

AF FORM 623, Section I

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Self-explanatory

DAFSC (Duty Air Force Specialty Code)
Job Series: the individual is performing
duty in this AFSC

I. IDENTIFICATION DATA		
Last Name, First Name, Middle Initial		
Jones, Larry, E	SSgt	3S251
Individual's Signature		**Date**
Larry E. Jones		3 Nov 02

- In Pencil

Self-explanatory

AF Form 623, Section II

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Annotate the course number and the course title

Annotate the date on the AFIADL Form 9 test score notification sheet

II. ECI/CDC Participation		
Course NUMBER AND TITLE A	**NO. OF VOLUMES B**	**DATE COMP (Mo. & Yr.) C**
CDC 3S251, Education and Training Manager	**2**	**Apr 01**

Annotate the number of volumes for the course listed in column A

AF Form 623, Section III

U.S. AIR FORCE

Annotate the course number and the course title

III. Formal Training	
COURSE NUMBER AND TITLE	**DATE COMPL**
J3ALR3S231 002, Education and Training Apprentice	1 Dec 00
J4AIT3S200 000, Principles of Instruction	3 Jun 02

Annotate the graduation date of the course

Documentation Procedures for the CFETP Part II

U.S. AIR FORCE

Identify duty position requirements to include core tasks by circling the subparagraph number next to the task statement. Click to select duty position requirements

TECHNICAL REFERENCES	CORE TASKS						4. PROFICIENCY CODES USED TO INDICATEE TRAINING INFORMATION PROVIDED					
							A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL	(1) Course		(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: OTP	*											
5.3.1. Modify							2b			b	-	
5.3.2. Save							2b			-	-	
5.4. Execute Queries												
5.4.1. Group							2b			-	-	
5.4.2. Individual							2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data							2b			-	-	
5.7. Updates TR: QTP	*						2b			-	-	

Documenting Duty Position Requirements

U.S. AIR FORCE

Core task duty position tasks requirements identified.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	CERTIFICATION FOR					4. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION PROVED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL	(1) Course		(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: OTP												
5.3.1. Modify	*									b	-	
5.3.2. Save										-	-	
5.4. Execute Queries												
5.4.1. Group										-	-	
5.4.2. Individual							2b 2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data											-	
5.7. Updates TR: QTP	*						2b 2b			- -	-	

Non-core task duty position tasks requirements identified

Note: Circle duty position tasks in pencil

Click arrow to document certification of non-core tasks

Documenting Non-core Task Certification

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATEE TRAINING INFORMATION PROVED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL	(1) Course		(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: QTP												
5.3.1. Modify	*						2b			b	-	
5.3.2. Save							2b			-	-	
5.4. Execute Queries												
5.4.1. Group		10 Jan 03	10 Jan 03	DHM		CSK	2b			-	-	
5.4.2. Individual		10 Jan 03	10 Jan 03	DHM		CSK	2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data											-	
5.7. Updates TR: QTP	*						2b 2b			- -	-	

Non-core task as a minimum require the training start date (day, month year), training complete date (day, month, year), trainee initials and trainer's initials. Click to document certification of core tasks

Documenting Core Task Certification

Core task require the training start date (day, month year), training complete date (day, month, year), trainee initials,trainer's initials and certifier's initials when required by AFCFM (for tasks requiring 3rd party certification).

1. T		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL	(1) Course		(1) Course	(2) CDC	(1) Course	(2) CDC
5.3. Folders TR: OTP												
5.3.1. Modify	*	12 Jan 03	12 Jan 03		DHM	CSK	TDJ			b	-	
5.3.2. Save							2b			-	-	
5.4. Execute Queries							2b					
5.4.1. Group		10 Jan 03	10 Jan 03		DHM	CSK				-	-	
5.4.2. Individual		10 Jan 03	10 Jan 03		DHM	CSK	2b 2b			-	-	
5.5. Executing Queries							-			B	-	
5.6. Export Data											-	
5.7. Updates TR: QTP	*	12 Jan 03	12 Jan 03		DHM	CSK	2b 2 b			- -	-	

TDJ

Documenting the Initial Evaluation

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	SKK		DTW
5.3.1. Modify	*	17 Nov 02	19 Nov 02	SKK		DTW
5.3.2. Save		JDS				
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual		18 Nov 02	18 Nov 02	SKK		
5.5. Executing Queries		DTW				
5.6. Export Data						
5.7. Updates TR: QTP	*	18 Nov 02	18 Nov 02	SKK		DTW

Tasks previously trained but **not required** in the current duty position. Erase the [illegible] k to erase circles

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES
5.3. Folders TR: OTP
5.3.1. Modify
5.3.2. Save
5.4. Execute Queries
5.4.1. Group
5.4.2. Individual
5.5. Executing Queries
5.6. Export Data
5.7. Updates TR: QTP

Documenting the Initial Evaluation

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT A START DATE	B COMP DATE	C TRAINEE INITIALS	D TRAINER INITIALS	E CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	SKK		DTW
5.3.1. Modify	*	17 Nov 02	19 Nov 02	SKK		DTW
5.3.2. Save		JDS				
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual		18 Nov 02	18 Nov 02	SKK		DTW
5.5. Executing Queries						
5.6. Export Data						
5.7. Updates TR: QTP	*	18 Nov 02	18 Nov 02	SKK		
		DTW	KDS			

Erasing the circle(s) is all that is required on Part II of the CFETP for previously trained tasks that are not required in the current duty position.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
5.3.1. Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
5.6. Export Data	
5.7. Updates TR: QTP	

Documenting the Initial Evaluation

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	SKK		DTW
5.3.1. Modify	*	17 Nov 02 DTW	19 Nov 02 JDS	SKK		
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual						
5.5. Executing Queries						
5.6. Export Data						
5.7. Updates TR: QTP	*	6 Dec 02 KDS	6 Dec 02	SKK		DTW

For tasks required in the current duty position that were not previously trained perform normal certification procedures. Click to document certification

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	
5.3. Folders TR: OTP	
5.3.1. Modify	
5.3.2. Save	
5.4. Execute Queries	
5.4.1. Group	
5.4.2. Individual	
5.5. Executing Queries	
5.6. Export Data	
5.7. Updates TR: QTP	

Documenting the Initial Evaluation

Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	SKK	DTW	
5.3.1. Modify	*	17 Nov 02	19 Nov 02	SKK		
5.3.2. Save		DTW	JDS			
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual						
5.5. Executing Queries						
5.6. Export Data		9 Jun 03	9 Jun 03	SKK		
5.7. Updates TR: QTP	*	ORW 6 Dec 02	6 Dec 02	SKK	DTW	KDS

Identify the task as a duty position requirement by circling the subparagraph number next to the statement and annotate the required columns after performing certification procedures.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES
5.3. Folders TR: OTP
5.3.1. Modify
5.3.2. Save
5.4. Execute Queries
5.4.1. Group
5.4.2. Individual
5.5. Executing Queries
5.6. Export Data
5.7. Updates TR: QTP

Documenting the Initial Evaluation

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Incoming non-technical school trainee.

MTL Duty Position Requirements

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT				
		A	B	C	D	E
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT OFFICIAL
5.3. Folders TR: OTP		17 Nov 02	19 Nov 02	SKK	DTW	
5.3.1. Modify	*	17 Nov 02	19 Nov 02	SKK		
		DTW	JDS			
5.3.2. Save						
5.4. Execute Queries						
5.4.1. Group						
5.4.2. Individual						
5.5. Executing Queries						
5.6. Export Data		9 Jun 03	9 Jun 03	SKK		
		ORW				
5.7. Updates TR: QTP	*	6 Dec 02	6 Dec 02	SKK	DTW	KDS

Duty position tasks now mirror the duty position task on the MTL. Go to the AF Form 623a and document the transcribing actions.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES
5.3. Folders TR: OTP
5.3.1. Modify
5.3.2. Save
5.4. Execute Queries
5.4.1. Group
5.4.2. Individual
5.5. Executing Queries
5.6. Export Data
5.7. Updates TR: QTP

Transcribing Procedures

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OLD CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CORE TASKS	START CERT CATE INITIALS	COMP DATE OFFICIAL	TRAINEE IITIALS	TRAINER
1. 5.3. Folders TR: QTP					
5.3.1. Modify		8 Sep 02 * LCS	8 Sep 01	SRE	VFT
5.3.2. Save		10 Sep 01 VFT	10 Sep 01	SME	
5.4. Execute Queries					
5.6. Export Data		6 May 01	6 May 01	SME	VFT

NEW CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT			
		START CERT CATE OFFICIAL	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS
1. 5.3. Folders TR: QTP					
5.3.1. Modify	*				
5.3.2. Save					
5.4. Execute Queries					
5.6. Export Data					

For Core or Non-core tasks previously certified and required in the current duty position click to document the transcribing procedures.

Transcribing Procedures

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OLD CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CORE TASKS	START CERT CATE INITIALS	COMP DATE OFFICIAL	TRAINEE IITIALS	TRAINER
1. 5.3. Folders TR: QTP					
5.3.1. Modify		8 Sep 02 * LCS	8 Sep 01	SRE	VFT
5.3.2. Save		10 Sep 01 VFT	10 Sep 01	SME	
5.4. Execute Queries					
5.6. Export Data		6 May 01	6 May 01	SME	VFT

NEW CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT			
		START CERT CATE OFFICIAL	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS
1. 5.3. Folders TR: QTP					
5.3.1. Modify	*		6 Jun 03	SRE	DTW
5.3.2. Save			6 Jun 03	SRE	DTW
5.4. Execute Queries					
5.6. Export Data					

For Core or Non-core tasks previously certified and required in the current duty position, recertify using current date as completion date and enter trainee's initials in column C and supervisor's/ trainer's/ certifier's initials in column D. Column E (Certifier's Initials) <u>will not</u> be used for transcribing. Rationale: Clarifies transcribing documentation procedures

Transcribing Procedures

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OLD CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CORE TASKS	START CERT CATE INITIALS	COMP DATE OFFICIAL	TRAINEE IITIALS	TRAINER
1. 5.3. Folders TR: QTP					
5.3.1. Modify		8 Sep 02 * LCS	8 Sep 01	SRE	VFT
5.3.2. Save		10 Sep 01 VFT	10 Sep 01	SME	
5.4. Execute Queries					
5.6. Export Data		6 May 01	6 May 01	SME	VFT

NEW CFETP

TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT START CERT CATE OFFICIAL	COMP DATE	TRAINEE IITIALS	TRAINER INITIALS
1. 5.3. Folders TR: QTP					
5.3.1. Modify	*		6 Jun 03	SRE	DTW
5.3.2. Save			6 Jun 03	SRE	DTW
5.4. Execute Queries					
5.6. Export Data			6 Jun 03		

For previous certified tasks not required in the current duty position, (do not circle) transcribe only the previous completion date (no initials). If and when these tasks become a duty position requirement, recertify using standard certification procedures. Click to document previous certification that is no longer required. **Document the transcribing actions on the AF form 623a.**

AF Form 623a, On-the-job Training Record Continuation Sheet

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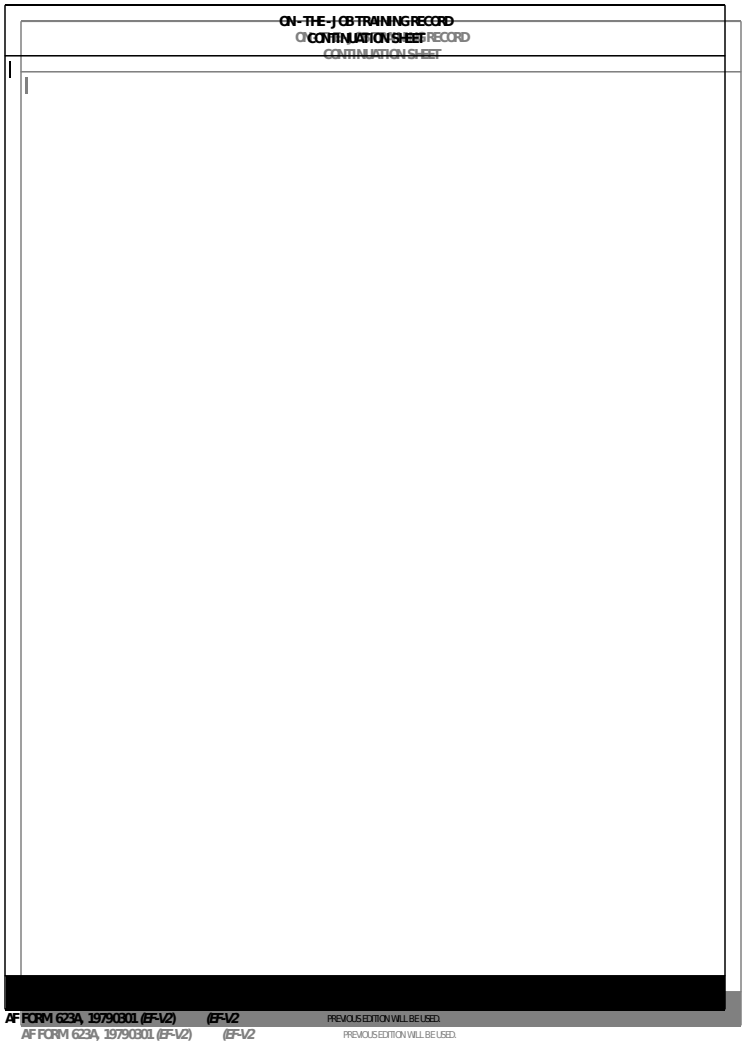
ON-THE-JOB TRAINING RECORD
CONTINUATION SHEET

AF FORM 623A, 19790301 (EF-V2) (EF-V2 PREVIOUS EDITION WILL BE USED.

The AF Form 623a will be used
to document an individual's training progression. This form will be used
to reflect status, counseling, and breaks in training. **The supervisor and trainee must sign and date all entries.**

AFI 36-2201 Vol 3, para 8.9

EXAMPLE: AF FORM 623a Documentation Procedure

ON – THE – JOB TRAIING RECORD

CONTINUATION SHEET

10 Jan 00

SSgt Jones reported to duty from 3 level school on 10 Jan 00. He was issued training records and given a trainee orientation briefing. The orientation briefing was placed in his training records.

Tom Wilson

Larry Jones

Supervisor: TSgt Tom Wilson Trainee: SSgt Larry Jones

Trainee and supervisor will sign and date all entries annotated on the AF form 623a.

Forms and CFETPs

U.S. AIR FORCE

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS

		TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE			

TRAINEE NAME	CFETP/JQS NUMBER	PAGE NO.

AF FORM 797, 20020801 (EF-V3) PREVIOUS EDITIONS ARE OBSOLETE

AF Form 797, Job Qualification Standard Continuation/Command JQS

The AF form 797 is a continuation of the CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. The AF From disposition is the same as the CFETP and AFJQS.

AFI 36-2201, Vol 3, para. 8.10.

Forms and CFETPs

	JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
				CERTIFICATION			
CRITICAL TASK	TASK NUMBER	TASKS KNOWLEDGE AND TECHNICAL REFEREENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
	1.	Change vehicle tire. TR: Manufacture's Instructions					
	1.1.	Install tire chock.	1 Sep 00	1 Sep 00	*HEF*	*RSL*	
	1.2.	Jack the vehicle.	1 Sep 00	1 Sep 00	*HEF*	*RSL*	
	1.3.	Remove tire.	1 Sep 00	1 Sep 00	*HEF*	*RSL*	
	1.4.	Replace tire	1 Sep 00	1 Sep 00	*HEF*	*RSL*	

Annotate the AF Form 797 in the same manner as the CFETP and AFJQS

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AFSC Data

AFSC	CFETP	Chg 1	Chg 2	Chg 3	5-level Core	Diamond Task	7-Level Core
3E0X1	Jul 02	Aug 03	N/A	N/A	55	38	4
3E0X2	Aug 02	Dec 03	N/A	N/A	39	35	16
3E1X1	Aug 02	Dec 03	N/A	N/A	14	16	3
3E2X1	Aug 02	Oct 02	Aug 03	N/A	38	0	23
3E3X1	Aug 02	Oct 02	May 03	Aug 03	33	11	10
3E4X1	Aug 02	Aug 03	N/A	N/A	22	15	0

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AFSC Data

AFSC	CFETP	Chg 1	Chg 2	Chg 3	5-level Core	Diamond Task	7-Level Core
3E4X3	Apr 02	Aug 03	N/A	N/A	42	0	1
3E5X1	Apr 02	Dec 02	Aug 03	N/A	20	7	17
3E6X1	Jun 02	Aug 03	N/A	N/A	13	0	3
3E7X1	Mar 02	Apr 02	May 03	N/A	73	85	24
3E8X1	Aug 03	N/A	N/A	N/A	77	5	2
3E9X1	Apr 97	Feb 99	N/A	N/A	44	0	21

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AFSC 3E7X1

	EXPECTED USAF RANK/RANK	3E731 Fire Fighter I (80 Hrs)	3E751A Fire Fighter II (80 Hrs)	3E751E Airport Fire Fighter (80 H	47201 Hazardous Materials - Aw (8 Hrs)	47202 Hazardous Materials - Op (24 Hrs)	47203 Hazardous Materials - Tec (40 Hrs)	47205 Hazardous Materials - Inci Commander - (24 Hrs)	10023 Apparatus Driver/Operato (106 Hrs)	10027 Apparatus Driver/Operato (106 Hrs)	10028 Apparatus Driver/Operato Tender (106 Hrs)	10024 Apparatus Driver/Operato (106 Hrs)	10025 Apparatus Driver/Operato (106 Hrs)	10211 Fire Officer I (88 Hrs)	57170E Fire Officer II (98 Hrs)	10213 Fire Officer III (120 Hrs)	10214 Fire Officer IV (140 Hrs)	10411 Fire Service Instructor I (4	10412 Fire Service Instructor II (8	10413 Fire Service Instructor III (9	10311 Fire Inspector I (91 Hrs)	10312 Fire Inspector II (91 Hrs)	10313 Fire Inspector III (91 Hrs)	10612 Telecommunicator I/II (48 Hr
UPGRADE REQUIREMENTS																								
3E731 Upgrade		X	X	X	X	X																		
3E751 Upgrade		X	X	X	X	X			X	X	X													
3E771 Upgrade		X	X	X	X	X			X	X	X			X				X			X			
3E791 Upgrade		X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X		
3E700 Upgrade		X	X	X	X	X		X	X	X	X			X	X	X	X	X	X		X	X		
POSITION																								
Fire Fighter	E-2/3, GS-5	X	X	X	X	X																		
Driver Operator	E-3/4, GS-6	X	X	X	X	X			X	X	X													
Dispatch Operator	E-3/4, GS-4/5/6	X	X	X	X	X			X	X	X													X
Crew Chief	E-5/6, GS-7	X	X	X	X	X			X	X	X			X				X			X			
Station Chief	E-5/6, GS-8	X	X	X	X	X			X	X	X			X	X			X			X			
Asst Chief Operations	E-7/8, GS-9/10/11	X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X		
Asst Chief Training	E-7/8, GS-9/10/11	X	X	X	X	X		X	X	X	X			X	X	X		X	X	X	X	X		
Asst Chief Prevention	E-7/8, GS-9/10/11	X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X	X	
Fire Inspector	E-5/6, GS-6/7/8	X	X	X	X	X			X	X	X			X				X			X	X		
Asst Chief Ops & Readiness	E-7/8/9, GS-10/11/12	X	X	X	X	X		X	X	X	X			X	X	X		X	X		X	X		
Fire Chief	E-8/9, GS-11/12/13	X	X	X	X	X		X	X	X	X			X	X	X	X	X	X		X	X		

X = Required
z = If mission/vehicles are assigned
Notes:
1. Upgrade Training requirements for USAF military fire fighters includes professional military education (PME) that is not included in this chart
2. For purposes of attending training, required (priority) training is the training required for the current as well as the next higher level duty position. (Example: Required training for a Crew Chief is that training required for a Crew Chief and Station Chief)
3. For purposes of attending training, desired training is that training above the current and next highest duty position, normally not considered in the best interest of the DoD. It is not considered appropriate use of government resources for individuals to pursue training that is not required or too far in advance of need
4. WMD is a recent addition to the HAZMAT job performance requirements (NFPA 472). Pending the inclusion of WMD in DoD HAZMAT training systems, the *Emergency Response to Terrorism - For Emergency Responders* course should be completed separately. This course has been provided to each DoD Fire Department
5. This chart depicts the minimum certification requirements to occupy positions indicated. Local managers determine additional training and certifications for service- or installation-specific missions (such as CPR, HAZMAT Tech and EMT)

U.S. AIR FORCE

Summary

- Guidance
- MTP, MTL and Duty Positions
- General upgrade requirements
- AFSC upgrade requirements

Questions?

HQ AFCESA
Force Development

SMSgt Jim Faulkner